Newport-Mesa Unified School District

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Multilingual Programs

English Learner Advisory Committee (ELAC)

Newport Coast Elementary

Meeting Date: 09/12/2025 | Time: 9:15am

Location: Newport Coast Elementary - Room 9

Attendance – See attached list.

-Parents: 05 | **-School Staff:** 02 | **-District Staff:** 02 | **-Guests:** 00

MINUTES

		Required Topics/ Training Covered: Check topic(s) covered at this meeting and reflected in minutes.
	1	ELAC parent members have been elected by parents or guardians of English learners (ELs). Parents or guardians of English learners must constitute at least the same percentage of the ELAC membership as their children represent the student body.
	2	Elect one to two members to the District English Learner Advisory Committee (DELAC).
●	3	Training (including receipt of materials) for ELAC members that will assist them in carrying out required advisory responsibilities. Training shall be planned in full consultation with committee members.
	4	Advise the principal and staff in the development of a site plan for ELs as part of the School Plan for Student Achievement (SPSA). Review current year SPSA/Annual Evaluation Mid-Year SPSA Progress Report Advise on next year's SPSA
	5	Administration of a Districtwide needs assessment on a school-by-school basis to parents of all English learners.
	6	Review school results of the EL needs assessment.
	7	Administration of the school's Annual Language Census; share relevant English learner schoolwide data.
	8	Promote ways to make parents aware of the importance of regular school attendance.
	9	Provide input on the Local Control Accountability Plan (LCAP) actions, services, and expenditures as they impact English learners and families.

I. Call To Order/Welcome and Introductions

Principal Heather Darrow called the meeting to order at 9:20 am, welcomed all parents and staff, and thanked them for their engagement in supporting English Learners at Newport Coast Elementary.

II. Approval of Minutes

The agenda for today's meeting was reviewed and approved. Mariya Shostak made a motion to approve the agenda, Tayfun Tuysuzolglu seconded, and all were in favor.

The minutes of the previous meeting (04/18/25) were then brought forward for review. A motion to approve was made by Mariya Shostak, seconded by Tayfun Tuysuzolglu, and carried with full support.

III. District English Learner Advisory Committee (DELAC) Report

Since the first DELAC meeting has not yet occurred, no report was shared. Parent interest was collected to identify Newport Coast Elementary's DELAC representative.

IV. Required Topics - *The following is a summary of the discussion, parent input or comments, and action(s) taken on any of the above-described required topics.*

1. **Election of ELAC:** Completed and noted on the sign-in sheet.
2. **Election of DELAC Representative(s):** Completed. One parent was selected to serve as the DELAC representative.
3. **ELAC Training of Responsibilities: - ELAC requirement**

Principal Darrow reviewed the purpose, composition, responsibilities, and recordkeeping requirements for ELAC.
Principal Darrow led an orientation to familiarize members with the English Learner Advisory Committee (ELAC). She explained that ELAC exists to ensure the voices of English Learner families are represented in school decision-making.
Key points from the training included:
Purpose of ELAC: To advise the principal and staff on programs and services for English Learners, and to create a forum where parents can discuss and provide input on issues unique to English Learners.
Composition of ELAC: Parents of English Learners must represent at least the same percentage of ELAC membership as their children represent in the student body.
Responsibilities: ELAC provides input on the School Plan for Student Achievement (SPSA), reviews student data such as reclassification and attendance, promotes awareness of the importance of regular attendance, and contributes feedback to the Local Control and Accountability Plan (LCAP).
DELAC Connection: ELAC must elect at least one parent representative to the District English Learner Advisory Committee (DELAC), who will attend district-level meetings and report back to the school site.

Bylaws and Recordkeeping: While bylaws are optional, Principal Darrow reviewed the basic structure for meetings, including agendas, minutes, and sign-in sheets, noting that accurate records are important for compliance and accountability.
She also highlighted that training for ELAC members will be ongoing, with future sessions tailored to topics such as SPSA review, data analysis, and effective family engagement strategies.

4. **School Plan for Student Achievement (SPSA) Input:** Principal Darrow presented the School Plan for Student Achievement (SPSA) goals for English Learners and explained how ELAC input is incorporated.

5. **Attendance Matters:** A session highlighted the importance of regular attendance, including satisfactory vs. chronic absence levels and strategies families can use to support consistent attendance.

V. Guest Presentation

Mr. Drake Leonard, Elementary School Counselor, shared information about the social, emotional, and behavioral support available to students. He explained the counseling services offered at school, recess activities, and how parents may request support or referrals to outside services if needed.

VI. Resources and Upcoming Events

Principal Darrow shared information with families about upcoming events, including the PTA Dance Party, Foundation Fall Social, Jog-a-thon, Flag Deck, Boo Blast, and Parent-Teacher Conference Week, and reminded parents of no-school days for students.

School Community Facilitator Iryna Bilova provided information about the Newport Beach Public Library, highlighting their children's programs such as Storytime and Art Space, as well as reading challenges for kids of all ages and interests.

VII. Questions/Comments/Evaluations

Parents expressed appreciation for the information shared and discussed ways to better support English Learners at home and school.

VIII. Adjournment

The meeting was adjourned at 10:15 am. The next ELAC meeting is scheduled for October 17, 2025 at 9:15 AM in Room 9.

Minutes submitted by:

Iryna Bilova, SCF